

**SECRET**

Approved For Release 2001/09/04 : CIA-RDP86-00244R000100130011-0 Attachment II

CONFERENCE/BRIEFING SPACE

Dispersal of Meeting Rooms

1. The present CRAMS report includes a listing of Conference Rooms, Situation Rooms, and Briefing Rooms. There are currently 50 locations of this type of space in the Headquarters Building totalling 21721 sq. ft. or 49.4% of the total Agency conference and briefing space. There are 31 locations dispersed in 12 Buildings other than Headquarters. These 31 locations comprise 22199 sq. ft. and represent 50.6% of the Agency total of 43920 sq. ft. of space devoted to conference type usage.

21721 sq. ft. Headquarters Building	49.4
22199 sq. ft. 12 other building locations	<u>50.6</u>
	100.0

Detailed distribution is shown in attached worksheets and CRAMS listing.

Conference/Briefing Type Space Distribution:

2.	Amount Of square feet	Percent	AGENCY ON DUTY STRENGTH	
			Number of Employees	Percent
DCI	4088	9.3		
DDS	7764	17.7		
DDP	8679	19.8		
DDS&T	8280	18.8		
DDI	15109	34.4		
NPIC	(9375)	(21.3)		
Other	(5734)	(13.1)		
TAS				
	<u>43920</u>	<u>100.0</u>		

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Poor Space Management:

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3. BPS/OL concurs with the findings in the [redacted] report dated 20 January 1969 on Agency space utilization in the Metropolitan Washington area. The report states that "an excessive amount of space appears to be devoted to conference room/briefing room use; particularly in view of the proportion of supervisors and senior executives with sufficient private office space for moderate sized staff briefings. Although it is doubtful that optimum utilization is being realized in the absence of some definitive measurement of conference room use, estimates of conference room requirements remain speculative".

Conference/Briefing Room Percentage of Total Space:

4. The 21721 sq. ft. of Headquarters Building space devoted to Conference type utilization represents 2.1% of the total building space occupied by Agency components while the 22199 sq. ft. outside of the Headquarters Building represents 2.7% of the space occupied by Agency components. An allocation of Conference space outside of the Headquarters Building equal to the Headquarters Building rate of 2.1% would result in a recapture of approximately 5000 sq. ft. of space.

Reduction Potential in Conference type space:

5. All Directorates should reappraise their conference space holdings with a positive view toward reducing these holdings. Few conference rooms are known to be in use as much as 50 percent of the time. Thus a reduction by directorate of 15 percent of their space allocated to conference and briefing use should be workable. Elimination of a few conference rooms and reducing the size of others could release at least 5000 sq. ft. or the equivalent of 30 or more offices. Judicious control by Directorate of its remaining conference space, with continued or possibly greater use of offices for moderate sized meetings should satisfy the requirements for such facilities.

Recapture or Turn-Around Use of East Building Space:

6. The ODCI Conference Room of 810 sq. ft. and standby DCI offices in the East Building were created as a downtown location for the Director of Central Intelligence during the era of Mr. McCone. Release should be considered of this entire DCI suite in the East Building which consists of 4676 sq. ft. It is understood that this space has been used only a few times since its creation. It could be put to productive use in these times of space shortages.

Centralized Conference Areas:

7. The Building Planning Staff is considering the provision of strategically located conference rooms for use by components in the vicinity of each, in new facilities to be constructed at the Headquarters site. Also the practice of providing sufficient space to key officers to permit small conferences in their offices will be continued.

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CONFERENCE ROOMS

<u>SPACE (SQ. FT.)</u>							
<u>NO</u>	<u>LOCATION</u>	<u>DCI</u>	<u>DDS</u>	<u>DDP</u>	<u>DDI</u>	<u>DDS&amp;T</u>	<u>TOTALS</u>
53	Headquarters Bldg.	3278	2787	7469	3453	4734	21721
1	Printing Svcs Bldg.		165				165
15	Ames Center Bldg.		1200			2235	3435
2	Key Bldg.		315		651		966
6	Magazine Bldg.		1960		1630		3590
2	Glebe Bldg.		580				580
1	Central Bldg.			150			150
1	South Bldg.			385			385
2	East Bldg.	810		675			1485
5					9375		9375
2						1311	1311
1			489				489
1			268				268
<u>92</u>	<u>Totals</u>	<u>4088</u>	<u>7764</u>	<u>8679</u>	<u>15109</u>	<u>8280</u>	<u>43920</u>

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Space (Sq. Ft.)

<u>ROOM NO.</u>	<u>COMP</u>	<u>DCI</u>	<u>DDS</u>	<u>DDP</u>	<u>DDI</u>	<u>DDS&amp;T</u>	<u>REMARKS</u>
GA3905	OCS					273	Conf. Rm.
25X1A GG27	[REDACTED]			164			Briefing Rm.
GF44	[REDACTED]			260			Conf. Rm.
1F13	OC		334				Briefing Rm.
1H19	CRS				300		SA - Conf. Rm.
1E4816	CRS				260		Conf. Rm.
1D1614	FMSA					250	Conf. Rm.
25X1A 1E48	[REDACTED]			888			SA-C/S.T. Rm.
1D39	OPSR			588			SA-Conf. Rm.
1H51	OPSR			270			SA-Conf. Rm.
1D4021	OMS		299				Conf. Rm.
2E29	OCS					225	SA-Conf. Rm.
2D03	OC		360				Conf. Rm.
2E62	CRS				483		Conf. Rm.
2C40	CI			300			Conf. Rm.
2B44	CI			300			SA-Conf. Rm.
2E08	FI			315			Conf. Rm.
2C24	MPS			400			Conf. Rm.
3F20	OS		231				Conf. Rm.
3E30	NIPE	369					Conf. Rm.
3E62	ONE	375					SA-Conf. Rm.
3G03	OSR				292		Conf. Rm.
3D29	WH			287			Conf. Rm.
3D03	CA			424			Conf. Rm.
3C44	ODDP			540			SA-Conf. Rm.
3C28(&3C24)	ODDP			823			Conf.
4F21(&4F31)	OER				1000		Conf.
4E64	OS		483				Conf. Rm.
4B42	EUR			300			Conf. Rm.
4C24	EUR			318			SA-Conf. Rm.
5D03	FE			435			Conf. Rm.
5B46	SB			300			Conf. Rm.
5G04	OEL					519	SA-Conf. Rm.
5E60(&5E62)	OP		528				Conf. Rms.
6E07	OPPB	680					SA-Conf. Rm.
6F25	OSI				700		SA-Conf. Rm.
6F21	OSI				400		Conf. Rm.
6E60	ODST				525		Conf. Rm.
6E61	ODST				450		SA-Briefing Ctr.
6B44	OSP				300		Conf. Rm.
6B02	OSP					1092	SA-C/Situation Rm.
6D29	NE			287			Conf. Rm.
7B44	FI			270			Conf. Rm.
7E32	ODDI				491		Conf. Rm.
7F36	OCI				252		Briefing/Panel Rm.
7F27	OCI				375		Conf. Rm.
7D34	ODDS		552				Conf. Rm.
7D60	ODCI	680					Conf. Rm./Dir.
7E26	ODCI	692					Conf. Rm.
7E62	ONE	482					Conf. Rm.

Fifty Rooms

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CONFERENCE ROOMS

(Other Than Headquarters Building)

Space (Sq. Ft.)

<u>Bldg.</u>	<u>Room No.</u>	<u>Comp.</u>	<u>DCI</u>	<u>DDS</u>	<u>DDP</u>	<u>DDI</u>	<u>DDS&amp;T</u>	<u>Remarks</u>
PSD	(1st. Flr)	OL/PSD		165				Conf. Rm.
Ames	G02	OP		200				Conf. Rm.
	517	ORD					300	Conf. Rm.
	607(&617)	ORD					700	Conf. Rms.
	725 (7 Rms.)	ORD					1235	Conf. Rms.
	816	OC		480				Conf. Rm.
	(10th Flr)	OL		490				Conf. Rms.
	1207	OL		350				Conf. Rm.
KEY	400	DCS					651	Conf. Rm.
	1215	OF		315				Conf. Rm.
MAG.	211	OP		230				Conf. Rm.
	405	OP		250				Conf. Rm.
	503	OSR					560	Conf. Rms.
	609	OS		1480				SA-Briefing
	901	OB61					195	Conf. Rm.
	904	OB61					875	Confs/NIS
Glebe	730	OTR		280				Brief Rm.
	819	OTR		300				Conf. Rm.
Central	(1st. Flr)	TSD				150		Conf. Rm.
South	221	TSD				385		Situation Rm.
								SP
East	(Bsmt)	TSD				675		Conf. Rm.
	(1st Flr)	ODCI	810					Conf. & Booth
	L11(L13&L15)	NPIC					660	Conf. Rooms
	N414	NPIC					400	Conf. Rm.
	N212	NPIC					640	Conf. Rm.
	N217	NPIC					7275	Briefing
								Theatre Rm.
25X1A	N222	NPIC					400	Conf. Rm.
	1B14	OSA					325	Conf. Rm.
	1D11	OSA					986	SA-Briefing Ctr.
	1A39	OS		489				Conf. Rm.
	(1st Flr.)	TD		268				Conf. Rm.
	<b>TOTALS</b>		<b>810</b>	<b>5297</b>	<b>1210</b>	<b>11656</b>	<b>3546</b>	<b>(22519)</b>

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